

## **Town Counsel Search Committee Minutes**

**Wednesday, October 2, 2013**

**7:30 p.m.**

**Meeting Hall, Grange Building, 326 Concord Road**

In attendance: John Drobinski, Len Simon, Liam Vesely, Myron Fox, Scott Nix,  
Maryanne Bilodeau and Andrea Terkelsen

Absent: Jody Kablack, Jim Kelly

The meeting started at 7:40 p.m. with a quorum being present.

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### **1. Acceptance of Minutes from September 19, 2013**

Chairman Myron Fox asked members if they had any comments or changes to the draft minutes. There being no changes,

Scott Nix moved to accept the minutes as is. The motion was seconded by John Drobinski. The committee voted unanimously in favor of the motion.

Chairman Myron Fox acknowledged that Andrea Terkelsen was willing to take over or share Clerk with Jody Kablack. There being no further discussion required,

Scott Nix moved to accept Andrea Terkelsen as Clerk. The motion was seconded by Maryanne Bilodeau. The committee voted unanimously in favor of the motion.

### **2. Discuss/Vote Draft Timeline for Process**

Chairman Myron Fox led discussion regarding timelines to be published in the RFP and also followed internally by the Committee. There was agreement to switch Committee meeting schedule to Mondays from Wednesdays in order to accommodate other standing commitments by some members to attend other meetings.

The Chairman also introduced a memo sent to the Committee by the Town Manager where she asks the Committee (and the Board of Selectmen) to consider a later start date for the next Town Counsel contract. A review of dates in the memo led to a discussion of changing the start date to sometime after the 2014 Town Meeting.

The merits of pushing out the contract start date out further was discussed by members along with the logistics of enabling the Board of Selectmen to make their final decision to appoint Town Counsel sometime prior to Town Meeting but allow for a suitable period of transition to July 1<sup>st</sup>. Along these lines, Len Simon and John Drobinski will raise the question with the Board to possibly extend Mr. Kenny's contract now through the end of the fiscal year.

The Committee then went on to revise the draft timeline for the process. The revised 2013 Town Counsel Search Timeline was recorded by member Maryanne Bilodeau. There being no further changes,

Scott Nix moved to accept the changes to the timeline. The motion was seconded by Liam Vesely. The committee voted unanimously in favor of the motion.

### 3. Develop RFP and Advertisement

Chairman Myron Fox led discussion regarding the draft redlined RFP which was circulated prior to tonight's meeting. The Committee went through the entire RFP by section. There was some discussion; clarification or minor edits suggested by various members. Discussion by section led to the following major edits/changes to the RFP document:

IV. – Proof of all required insurances and applicable limits also to be inserted as per MIIA email recommendations and as adjusted by Committee this evening.

IV. B. – group agreed to a minimum of one Massachusetts municipality for no less than 5 years.

IV. C. – group agreed to a preference that the attorney be available (onsite) 2 days a week for at least 3 hours per day.

V. – group agreed to any single expense/disbursement exceeding \$500 requires prior approval by the Town Manager. The group also agreed to add language soliciting proposals with price structures for 3 years; however, stating that reappointments are reviewed annually by the Board of Selectmen.

VI. – group agreed to inserting new list of projected dates for this process as previous discussed this evening.

VII. (And throughout) – Maryanne Bilodeau agreed to update all other date references in the RFP based on tonight's discussion.

Attachment E – group agreed to remove this item.

The revised language in the RFP will be circulated by group to determine final inclusion before sending RFP to Board of Selectmen.

Chairman Myron Fox led discussion regarding where to advertise the RFP. All were in agreement to the following: Lawyer's Weekly, The Beacon (MMA), Town Website, MMLA Website. Advertisement to take place according to revised timeline.

### 4. Discuss Topics for Future Meetings

No further discussion was required. Maryanne Bilodeau agreed to circulate latest RFP draft as well as search timeline.

There being no further business,

Maryanne Bilodeau moved to adjourn. The motion was seconded by Scott Nix. The committee voted unanimously in favor of the motion.

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The meeting ended at 9:30 p.m.

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Next meeting by the Committee will be held on October 16, 2013 at 7:30 p.m., Silva Room, Flynn Building, 278 Old Sudbury Road